

ADMINISTRATIVE - INTERNAL USE ONLY

24 January 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

SUBJECT: OIS Weekly Report (17 - 23 January 1985)

A. PROGRESS ON ACTION ITEMS

2. Field Survey. (COMMENT: OIS Weekly dated 17 January reported the scheduled meeting with the Office of Personnel (OP) regarding a field survey of [REDACTED] Recruitment Office.) A representative from IRMD met with the Chief, Recruitment Operations Division (C/ROD/OP), to discuss the possibility of having OIS conduct a survey of the files and paperwork handling practices of the Agency's recruitment office [REDACTED]. C/ROD/OP believes that the manner in which field recruiters process applicant paperwork needs to be improved. He would like to set up improved procedures in [REDACTED] office and have these adopted by all OP field recruitment offices. While no time was set for the proposed survey, C/ROD/OP clearly is anxious to have it carried out in the near future.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. Meeting on CIA Information Act's Designated Files. At the request of the HPSCI Staff, the Director of Information Services (D/OIS) chaired a meeting with representatives from the Staff to discuss the DCI's designation of certain Office of Security (OS) files as exempt from the FOIA. In attendance were the Director of Security and task force members from OIS, OGC, and the Office of Legislative Liaison (OLL). The meeting went well. We now have learned that the Chairman of HPSCI has written to the DCI interposing no objections to implementing the DCI's designation. We have yet to hear from the Senate Select Committee on Intelligence.

2. Workload Reduction in RPD. During this reporting period, the Regulatory Policy Division (RPD) accomplished one of its long-standing objectives by bringing its workload below the 100 job level. The current workload is 97 jobs. RPD achieved this goal by speeding up coordination and publication of some issuances and, in part, by canceling jobs of initiating components that were not showing sufficient progress toward completion. That is the good news; unfortunately, as RPD's objective to update regulations on a three-year cycle continues and as new drafts of issuances are received to replace those that were canceled, the workload is expected to climb beyond the 100 mark once more.

3. Forms Management. The Agency's Forms Officer (AFO) from the Information Resources Management Division (IRMD) met with representatives from Supply Division and Printing and Photography Division (P&PD), Office of Logistics, to discuss problems relating to forms. Recently P&PD forwarded the wrong print plates to the Government Printing Office (GPO) for the overprinting of Forms 610 and 615 and the subsequent printing of this material at a cost of \$6,000. The AFO suggested that P&PD send all overprint plates back to the requesting office for storage to prevent this from happening again. P&PD was agreeable to this procedure.

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22 January 1985

MEMORANDUM FOR: Director of Information Services

FROM: Chief, Classification Review Division

SUBJECT: Weekly Report (16-22 January 1985)

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2. Furniture has been ordered for Room 315 and position descriptions are being written for the Historical Review Staff.

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MEMORANDUM FOR: Director of Information Services

25X1 FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of the Information Resources
Management Division, 16-22 January 1985

1. Work in Progress

25X1 b. OIS Survey. [REDACTED] ICB, completed their survey of OIS
25X1 information handling procedures and records management practices. [REDACTED] and
25X1 [REDACTED] Chief, ICB, briefed the Director and Deputy Director of OIS on
their findings and initial recommendations. The survey team will now analyze the
data collected and prepare a formal report for the D/OIS. In the interim, the
team members will brief OIS division chiefs on their survey results and solicit
their reaction to the proposed recommendations.

2. Significant Events and Activities

25X1 a. Forms Management. [REDACTED] Information Management Branch, met with
representatives from Supply Division and Printing and Photography Division (P&PD),
Office of Logistics, to discuss recent problems relating to forms. The primary
problem discussed was the recent forwarding of the wrong plates to the Government
Printing Office (GPO) for the overprinting of forms 610 and 615 and the subsequent
printing of this material at a cost of \$6,000. None of the 610s and only half of
the 615s printed are usable, so an additional printing is necessary. Since the
stock levels of both are currently below the replenishment level, P&PD agreed to
print them in-house.

25X1 [REDACTED]
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25X1 [] suggested that in the future P&PD send all over-print plates back to the requesting office for storage to prevent this from happening again. P&PD was agreeable to this procedure. At the meeting, Supply Division representatives identified six forms printed by GPO that were not properly packaged, causing storage and dissemination problems at the Agency storage depot. P&PD agreed to discuss this problem with GPO since the Agency pays to have forms properly packaged and to re-package the existing forms for []

25X1 b. Field Survey. [] ICB, met with [] Chief, Recruitment Operations Division, Office of Personnel, to discuss []
 25X1 desire to have OIS conduct a survey of the files and paperwork handling practices of the Agency recruitment office [] believes that the manner
 25X1 in which field recruiters process applicant paperwork needs to be improved. He would like to set up improved procedures in [] office and have these
 25X1 adopted by all OP field recruitment offices. [] indicated that OP will be willing to bear the travel expenses for this survey. While no time was set for the proposed survey, [] clearly is anxious to have it carried out in the near future. ICB personnel will meet soon to discuss how and when the survey could be conducted.

25X1

25X1 c. Technical Conference. [] attended the morning session of the Text Retrieval Conference sponsored by ORD on 15 January at the Arlington Hyatt Hotel. The session included a brief description of ORD's current R&D projects, including N-grams, RUBRIC, Advanced Text Retrieval, and NOTECARDS. N-grams is a keyword indexing method that utilizes overlapping word fragments selected for indexing according to information-theoretic considerations. RUBRIC, currently being tested by FBIS, is a system that is designed to help information retrieval professionals gain easy access to large full text databases. NOTECARDS is a system for collecting, organizing, analyzing, and exploring information in a NoteFile database. While these systems provided insights into new information retrieval techniques, they would not be applicable to any of the OIS systems currently in operation or under development.

d. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 35 additions, 8 changes, and 29 deletions
ARCINS:	Jobs received/edited: 29 Jobs keyed: 16 consisting of 702 entries Title searches: 2
REFERENCED:	Serviced 2,232 request for records
ACCESSIONS:	Received 29 jobs totaling 255 cubic feet
DISPOSITION:	Transferred 81 cubic feet to hammermill for destruction
SPECIAL RUNS:	Two: One to OF and one to ODP []

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3. Schedule Meeting

25X1 a. Chief and Deputy Chief, IRMD, [REDACTED], Chief, Information Control
25X1 Branch, and [REDACTED], ICB, will meet with DI administrative officers on
31 January to discuss the division's program to survey component records
management practices.

25X1 b. Chief and Deputy Chief IRMD, [REDACTED] Chief, IMB, and [REDACTED]
25X1 Chief, ARCB, will meet with [REDACTED] Information Management Staff, DO, on
25X1 28 January, to discuss a proposal for additional staffing at the Records
Center. [REDACTED]



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22 January 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 16 January
through 22 January 1985

1. RPD, in reducing its current workload to 97 jobs, has accomplished one of its long-standing objectives of bringing the workload to a level below 100 jobs. This resulted, in part, from speeding up coordination and publication of some issuances and, in part, from cancelling jobs of initiating components that were not showing sufficient progress and movement. As RPD's objective to update regulations on a three-year cycle continues, and new drafts of issuances are received to replace those that were cancelled, the workload again is expected to climb beyond the 100 mark.

2. During the week, RPD facilitated the publication of an employee bulletin, prepared and signed by the DCI, discussing the preparation of National Intelligence Estimates and Other Intelligence Products. Among other noteworthy items, RPD received and edited a Headquarters Notice dealing with Official Transportation from Home to Work. It provides information and Government policy regarding such transportation and its application to Agency employees.

3. RPD forwarded to OF for action responses received from OL and DS&T regarding the second drafts of the proposed revisions of

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5. transferred to IRMD/ITB on 22 January and her responsibilities will be assumed by RPD responded to requests from OL, OLL, SOVA, DO, Comptroller, DDA Registry, and OTS. Our clerical employees handled 99 telephone calls.

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